

PLAN REVIEW PROGRAMS

Development Services Department

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A Community of Excellence

EXPEDITED PLAN REVIEW (plan review fee plus 100%) Normal review time will be reduced by 50%

(OTC) OVER THE COUNTER REVIEW - Case by case basis depending on complexity of project

For gas lines, fences, spas, like for like change outs, very minor Tenant Improvement (such as the addition of a wall), minor mechanical/electric/plumbing, residential patios or shade structures, demolition of entire building, construction trailer, residential flag poles, temporary banner signs.

EXPRESS PERMITTING (plan review fee plus 60%) Three (3) day review time

For small TI's (limited to 2,500 sq ft and B, M & S occupancies), small residential additions or small detached structures, sales trailers, garage conversions.

(PBA) PERMIT BY APPOINTMENT (normal plan review fee plus 20% and \$93 per staff hours)

Requires submitting plans for review and scheduling a meeting 10 working days in advance.

Registrant in responsible charge is required to attend a meeting with TOG plan review staff.

Project must have DRB and plat approval prior to submitting construction documents.

If plans are approved a permit can be issued immediately. Limited to 1 story commercial new builds (standalone structures) with B, M & S occupancy classifications as well as commercial daycares, ALL Tenant Improvements and single family residential structures (excluding standard plans).

If there are only minor corrections permit issuance following the "One & Done" process may be possible, this is at the discretion of the TOG staff and based on complexity and number of corrections.

ONE & DONE – Typical review time is eight (8) days

For Tenant Improvements only, limited to B, M and S occupancy classifications. Only one review of construction documents performed if Registrant (architect/engineer) certifies that corrections noted by Plans Examiner will be made to plans. Registrant must seal and sign the Town of Gilbert form with this acknowledgement prior to permit issuance. The permit will be issued and the red line comments and corrections will be addressed during the inspection phase. Red line plans along with corrected sheets are to be provided to the Building inspector at time of inspection for verification that all corrections have been made.

AT RISK PLAN REVIEW - There is the potential to save four (4) to six (6) weeks of plan review time

For projects currently going through Design Review Board (DRB). Once a project has been through a DRB Study Session and it appears that it will go through DRB with few changes, construction documents can be submitted for an at-risk plan review prior to DRB approval. If changes are required through the DRB process construction documents will have to be updated to show the changes (that's the risk). Project must be approved through DRB before construction documents can be approved and/or permit issued.

SEE APPLICABLE "CONSTRUCTION PERMIT APPLICATION CHECKLIST" FOR MORE ON PROGRAM AVAILABLITY